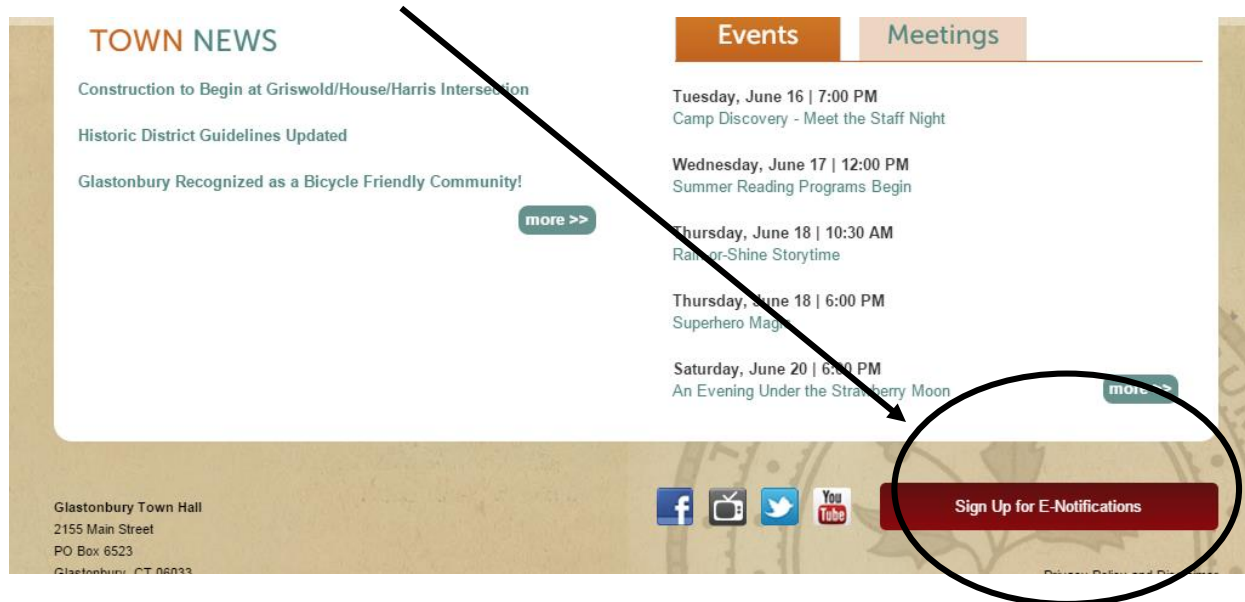


How to Change Your eNotification Preferences on the Town Website (Reference Guide)

Step 1:

Click Sign up for eNotifications at the bottom of the Town website, www.glastonbury-ct.gov.



Step 2:

Click “Change eNotification Preferences”

ENOTIFY

Font Size: [+](#) [-](#) [+ Share & Bookmark](#) [\[+\] Feedback](#) [Print](#)

eNotification Sign up | [Change eNotification Preferences](#)

Email Address *

Retype Email Address *

First Name *

Last Name *

Calendar

Activities for Age 50+	Audubon Events	Bids & RFPs
Board of Assessment ...	Board of Education	Board of Finance Meeti...
Commission on Aging	Community Activities	Community Beautification

Step 3:

Enter your email address and click the “Change my Preferences” button.

ENOTIFY

Font Size: [Share & Bookmark](#) [Feedback](#) [Print](#)

eNotification Signup | [Change eNotification Preferences](#)

To change your eNotification preferences, please submit your email address. You will be sent a link to change and confirm your preferences.

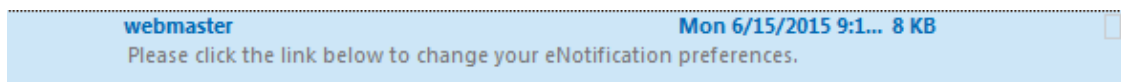
Email Address *

CHANGE MY PREFERENCES

The screen message will change to tell you an email has been sent to that address with a link to change your preferences.

Step 4:

In your email inbox, you'll see the email preference notice. The Sender will be “Webmaster”.



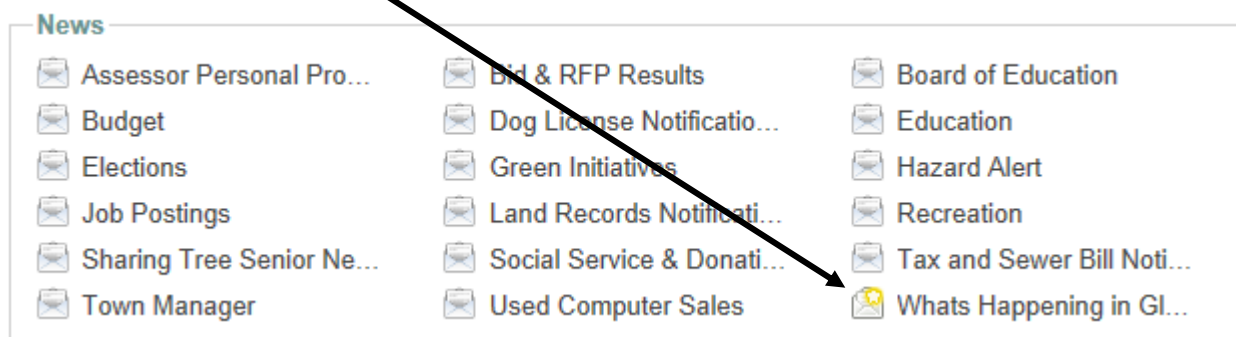
Open the email and follow the first link as seen below. (The 2nd link allows you to unsubscribe to all notifications on the site.)

Please click the link below to change your eNotification preferences.

<http://www.glastonbury-ct.gov/about-us/pr-communications/events-calendar/enotify/-subscriberguid-5c88e1ac-1605-48ed-840>

Step 5:







































You'll arrive at a screen with your first and last name followed by a full list of all categories you can subscribe (or unsubscribe) to. You'll notice that the categories you've already subscribed to are highlighted with a yellow star.









To add new category preferences, scroll down the page to view the available categories within each content group. (Content groups are Calendar, News, Job Posts, etc.). Check the mail icons next to any categories you wish to receive eNotifications for.

Be sure to review the categories under all content groups, as they are not linked. For example, if you want to receive Education-related eNotifications for News AND notifications for education-related Calendar events, check the icon next to Education under the “Calendar” content group as well as under “News”.








Calendar

- | | | |
|--|---|---|
|  Activities for Age 50+ |  Audubon Events |  Bids & RFPs |
|  Board of Assessment A... |  Board of Education |  Board of Finance Meeti... |
|  Commission on Aging |  Community Activities |  Community Beautification |
|  Conservation Commiss... |  Economic Developmen... |  Education |
|  Ethics Commission |  Fair Rent Commission |  Fine Arts Commission |
|  Fire Commission |  Great Pond Stewardshi... |  Historic District Commi... |
|  Human Relations Com... |  Insurance Advisory Co... |  Library Events |
|  Public Buildings Commi... |  Public Registry Act 06-... |  Recreation |
|  Recreation Commission |  Riverfront Community... |  Safety Committee |
|  Social Service & Donati... |  Teens & Youth |  Town Council Meetings |
|  Town Plan & Zoning |  Training |  Waste & Recycling Coll... |
|  Water Pollution Control... |  Welles-Turner Library... |  Wellness Clinics |
|  Youth & Family Service... |  Zoning Board of Appeal... | |

Job Posts

- | | | |
|---|--|--|
|  Full Time |  Parks and Recreation |  Part Time |
|  Police |  Seasonal |  Temporary |

News

- | | | |
|---|--|---|
|  Assessor Personal Pro... |  Bid & RFP Results |  Board of Education |
|  Budget |  Dog License Notificatio... |  Education |
|  Elections |  Green Initiatives |  Hazard Alert |
|  Job Postings |  Land Records Notificati... |  Recreation |
|  Sharing Tree Senior Ne... |  Social Service & Donati... |  Tax and Sewer Bill Noti... |
|  Town Manager |  Used Computer Sales |  Whats Happening in Gl... |

RFP Posts

- | |
|---|
|  Bids & RFPs |
|---|

As you select additional preferred categories, a highlighted yellow star will appear next to each one.

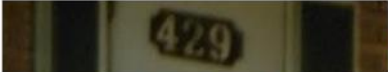
Calendar

Activities for Age 50+	Audubon Events	Bids & RFPs
Board of Assessment A...	Board of Education	Board of Finance Meeti...
Commission on Aging	Community Activities	Community Beautification
Conservation Commiss...	Economic Developmen...	Education
Ethics Commission	Fair Rent Commission	Fine Arts Commission
Fire Commission	Great Pond Stewardshi...	Historic District Commi...
Human Relations Com...	Insurance Advisory Co...	Library Events
Public Buildings Commi...	Public Registry Act 06-...	Recreation
Recreation Commission	Riverfront Community...	Safety Committee
Social Service & Donati...	Teens & Youth	Town Council Meetings
Town Plan & Zoning	Training	Waste & Recycling Coll...
Water Pollution Control...	Welles-Turner Library...	Wellness Clinics
Youth & Family Service...	Zoning Board of Appeal...	

Step 6:

Once you've selected all categories of interest, enter the verification code at the bottom and hit "Submit" to save your changes. Any future web postings categorized with your preferences will now generate eNotifications for you.

Subscribe to All Emails



To prevent spam we utilize a verification code system. Please enter the code as it is shown in the box above:

SUBMIT

That's it! You're all set. 😊

Thank you for your interest in Glastonbury's news and events.

If you have any questions, please don't hesitate to contact
Kathryn Kell at kathryn.kell@glastonbury-ct.gov or (860) 652-7518.